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Civil Engineering

REAL PROPERTY BUILDING MANAGERS

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This instruction implements AFD 32-90, *Real Property Management*. It establishes requirements, responsibilities, and procedures for Real Property Building Managers. It applies to all Real Property Building Managers and includes instructions for their assignment, relief from, periodic orientation, energy conservation and other items as deem necessary. For the purpose of this instruction, Real Property Building Managers are referred to as Building Managers throughout.

SUMMARY OF REVISIONS

This revision incorporates procedures formerly in 439 AWR 87-2, *Real Property Building Managers*; eliminates the requirement for a letter to be sent to the Fire Department for non-government owned appliances (paragraph **3.2.**); and includes the use of 439 AW Form 10, **Appointment of Building Manager/Alternate**, for their appointment (paragraph **2.2.** and **4.**). A bar (|) indicates a revision from the previous edition.

1. Real Property Officer. The Real Property Officer is the focal point and administers the Building Manager Program. They also assign all buildings and facilities to using organizations as approved by the Facilities Board.

2. Assignment.

2.1. The organizational commander designates a primary and alternate Building Manager for each facility assigned to the organization. In multi-purpose buildings, the major user is assigned as the primary manager. The other users are assigned as alternates. The alternates report problems within their area to the primary manager.

2.2. The Real Property Officer receives a 439 AW Form 10 for each facility and annotates changes as they occur. All changes must be made within 10 working days before desired change date. Building Managers clear through the Real Property Office prior to departing from the installation.

3. Responsibilities. Building Managers serve in an administrative and advisory capacity with the following responsibilities and duties:

3.1. Building Care.

3.1.1. Ensures that the building users do not alter, adjust, repair, or replace installed real property equipment such as air conditioning, heating, ventilation systems, lighting, plumbing, etc. If there is intentional damage and/or theft to a building or real property equipment, the Security Police and Real Property Officer are notified and complete DD Form 200, **Report of Survey**.

3.1.2. Inspects custodial services and reports unsatisfactory work to the Civil Engineering Quality Assurance Evaluator.

3.1.3. Accompanies Civil Engineering personnel during facility inspections. The purpose of this inspection is to check the condition of the utilities, floors, support structure or various areas of the building.

3.2. Facilities Utilization Requirements. Any proposed change in the use of the building space by an organization is initiated by the organization commander, coordinated through Real Property, and approved by the Base Facilities Board before the actual change can be made in the use of space.

3.3. Facility Maintenance.

3.3.1. Reports emergency or urgent work to Civil Engineer Service call section immediately. An emergency condition is detrimental to the overall mission and always includes, but is not limited to, failure of any utility, fire protection, environmental control or security alarm system.

3.3.2. AF Form 332, **Base Civil Engineer Work Request**, is used to request routine maintenance and repair work to preserve or restore an existing facility such as repainting, replacing floor tile, or light fixtures, etc., or to request new construction work including building and entire new building, or modifying, addition to, or otherwise altering the existing facility. All self-help projects identified on AF Form 332 must be approved prior to accomplishing the work.

3.3.3. Ensures Civil Engineering work force has access to areas that are required to have work performed during normal duty hours. This is a required coordination between the Building Manager and Civil Engineer. Also ensure access to areas required to have custodial service.

3.3.4. Maintains a record of all work requested through Civil Engineering on a Building Manager's Log to monitor the work and follow-ups. AF Form 3131, **General Purpose**, may be used for this purpose as shown in [Attachment 1](#). Records must be maintained to ensure Civil Engineering has a chronological history of the facility. They provide trends in maintenance and repair requirements and identify potential problem areas so that Civil Engineering can correct them before they become major problems.

3.4. Utilities Management. Building Managers are responsible for energy management and conversation within their facility.

3.5. Fire Protection. Building Managers are responsible for the fire safe condition of the facility. Accompanies the Fire Inspector during scheduled fire prevention inspections.

3.6. Building Security. Establishes standard procedures to ensure the facility is secure from illegal entry at all times. Double checks all doors and windows during the closing procedures and ensures all

locking devices are in good working order. Rules for opening and closing a facility are established and posted.

3.7. Building Manager's Meetings. All Building Managers must attend a Building Manager's meeting when called by the Real Property Officer.

| 4. Forms Prescribed. 439 AW Form 10.

JAMES P. CZEKANSKI, Colonel, USAFR
Commander

Attachment 1

SAMPLE OF BUILDING MANAGER LOG

[illegible]